

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2012

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **JAN 09 2013**

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2012

TABLE OF CONTENTS

	<u>SCHEDULE</u>	<u>PAGE</u>
INDEPENDENT ACCOUNTANTS' REPORT		1
BASKIN SCHOOL		2
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	1	3-5
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	2	6-8
CROWVILLE SCHOOL		9
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	3	10-12
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	4	13-14
FORT NECESSITY SCHOOL		15
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	5	16-18
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	6	19-21
FRANKLIN PARISH HIGH SCHOOL		22
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	7	23-25
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	8	26-28
GILBERT JUNIOR HIGH SCHOOL		29
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	9	30-32
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	10	33-35

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2012

TABLE OF CONTENTS (Continued)

	<u>SCHEDULE</u>	<u>PAGE</u>
H. G. WHITE LEARNING CENTER		36
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	11	37-39
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	12	40-42
WINNSBORO ELEMENTARY		43
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	13	44-46
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	14	47-50
FRANKLIN PARISH HIGH SCHOOL BASKETBALL BOOSTER CLUB		51
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	15	52-54
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	16	55-58
FRANKLIN PARISH HIGH SCHOOL BASEBALL BOOSTER CLUB		59
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	17	60-62
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	18	63-67
FRANKLIN PARISH HIGH SCHOOL FOOTBALL BOOSTER CLUB		68
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	19	69-71
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	20	72-75

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHOOL ACTIVITY FUND
AGREED-UPON PROCEDURES REPORT
FOR THE YEAR ENDED JUNE 30, 2012

TABLE OF CONTENTS (Continued)

	<u>SCHEDULE</u>	<u>PAGE</u>
FRANKLIN PARISH HIGH SCHOOL YEARBOOK BOOSTER CLUB		76
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	21	77-79
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	22	80-83
FRANKLIN PARISH HIGH SCHOOL CONCESSIONS BOOSTER CLUB		84
DESCRIPTION OF PROCEDURES FOR SELECTED RECORDS AND TRANSACTIONS	23	85-87
SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS	24	88-90
STATUS OF PRIOR FINDINGS		91-94

THE ROBINETTE FIRM
A Professional Accounting Corporation
1900 N. 18th Street, Suite 606
Monroe, LA 71201
(318) 361-0007
Fax: (318) 361-0008

INDEPENDENT ACCOUNTANTS' REPORT

TO THE BOARD OF DIRECTORS
FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

We have performed the procedures enumerated below, which were agreed to by the Franklin Parish School Board and the Legislative Auditor of the State of Louisiana solely to assist you in evaluating the accounting records of the School Activity Funds of Franklin Parish School Board as of and for the year ended June 30, 2012. The school district management is responsible for the school accounting records. This engagement to apply agreed-upon procedures was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and the accounts to which they pertained are set forth in the accompanying Description of Procedures for Selected Records and Transactions, and our findings relative thereto are set forth in the related accompanying Summary of Findings, Observations and Recommendations, both of which are an integral part of this report.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the School Activity Funds. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified users listed above and is not intended to be and should not be used by anyone other than these specified parties.

The Robinette Firm, APAC

The Robinette Firm, A Professional Accounting Corporation

Monroe, Louisiana
November 6, 2012

BASKIN SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 1

BASKIN SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 1

BASKIN SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 2, Summary of Findings, Observations and Recommendations.

BASKIN SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Selected Records and Transactions of Baskin School.

REVENUES

- A. None.
- B. We observed one instance where receipts were not deposited in the bank in a timely manner.
- C. None.
- D. One concessions receipt did not have evidence of dual control.

Our recommendations are as follows:

- 2012-1** One of the fifteen receipts selected for testing was deposited in excess of three days from the receipt of the money. All money received by the school needs to be turned in and deposited on a daily basis.

CORRECTIVE ACTION PLAN: Deposits will be made on the same day money is received.

Contact Person: Donnie Reagan

- 2012-2** Dual control over concessions is essential to providing control over the receipts. This control should be documented by having two persons count the money and sign the log evidencing the amount of money collected.

CORRECTIVE ACTION PLAN: The Principal and bookkeeper will sign to verify total when drink machine money is counted.

Contact Person: Donnie Reagan

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 2

BASKIN SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Invoices were not properly canceled for 2 of 25 items selected for testing.
2. None.
3. Adequate evidence of receipt was not available for the following payments:

15383	Franklin State Bank	\$ 1,430.00
15393	Franklin State Bank	100.00
4. The following payments were made without appropriate invoices.

15329	Silmon Wholesale	\$ 387.55
15383	Franklin State Bank	1,430.00
15393	Franklin State Bank	100.00
15402	Hansen Supply	122.20
5. Payments listed in item 3 and 4 above were made without proper documentation.
6. Check 15402 to Hansen Supply was not paid in a timely manner.
Payments listed in item 3 could not be determined if they were made timely.
7. None.
8. Check 15305 included \$9.48 in sales tax.
Check 15321 included \$15.76 in sales tax.
9. None.
10. None.

We recommend the following changes:

- 2012-3** Cancellation of invoices prevents duplicate payment. Two invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: The school board office purchased a stamp for each school. Purchase orders and all attached items are stamped "paid" when payment is made.

Contact Person: Donnie Reagan

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 2

BASKIN SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

2012-4 We noted four instances listed above where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Teachers and staff were made aware at the beginning of the school year that invoices and proper paperwork be sent to the office as soon as possible.

Contact Person: Donnie Reagan

2012-5 We noted one instance where payments were paid more than 90 days late. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: All payments will be made in a timely manner to avoid late payments.

Contact Person: Donnie Reagan

2012-6 Two invoices did not have adequate documentation to determine if they were paid in a timely manner. Faculty and staff should be instructed to turn in all invoices and care should be taken to pay them on time.

CORRECTIVE ACTION PLAN: Teachers and staff were instructed to send proper documentation to the office *when invoices are to be paid by the school.*

Contact Person: Donnie Reagan

2012-7 Two expenditures indicated sales tax was paid to the vendor. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: Teacher must convey to companies that the school is tax exempt. No tax will be added when purchases or quotes are made.

Contact Person: Donnie Reagan

CROWVILLE SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 3

CROWVILLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for the one bank account.

Franklin State Bank	\$146,462.56
---------------------	--------------

- d. We determined the propriety of deposits in transit, if any.

There were no outstanding deposits at June 30, 2012.

- e. We examined all interfund transfers, if any.

There were six interfund transfers to move money from fundraisers into the accounts the funds were raised for.

- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

2. There were no certificates of deposit at June 30, 2012.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327

4. There were no outstanding checks over 90 days old at June 30, 2012.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 3

CROWVILLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 3

CROWVILLE SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 4, Summary of Findings, Observations and Recommendations.

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 4

CROWVILLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Crowville School.

REVENUES

We noted the following exceptions in our tests of 15 receipts selected at random:

- A. None.
- B. None.
- C. None.
- D. One receipt did not have adequate documentation:
1359 Diane Walters \$1,003.92

We recommend the school implement controls over receipts as follows:

- 2012-1** One receipt selected for testing was for a book fair and did not have adequate documentation. A reconciliation should be done on book fair receipts to evidence what was collected. The reconciliation should be signed by those collecting the money to evidence dual control over receipts.

CORRECTIVE ACTION PLAN: We will do a reconciliation for book fair receipts and have those collecting money sign them.

Contact Person: Terri Shirley

CROWVILLE SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. Four disbursements did not have evidence of receipt.
4. None.
5. None.
6. None.
7. None.
8. Check #3091 to Sam's Club Discover included the payment of sales tax.
9. None.
10. None.

We recommend the following changes:

- 2012-2** Four purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the school employee to document receiving the goods or services.

CORRECTIVE PLAN: We will make sure that purchases have evidence of receipt. This includes signed delivery slips and invoices of purchases.

Contact Person: Terri Shirley

- 2012-3** One expenditure indicated sales tax was paid to the vendor. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE PLAN: We will make sure Crowville School is not charged sales tax on purchases.

Contact Person: Terri Shirley

FORT NECESSITY SCHOOL

SCHEDULE 5

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 5

FORT NECESSITY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

FORT NECESSITY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

3. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 6, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 6

FORT NECESSITY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Fort Necessity School.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. One deposit was for \$16.00 less than what was collected.
- B. We observed three instances where receipts were not deposited in the bank in a timely manner.
- C. None.
- D. One receipt did not have adequate documentation:
1246 Terri Pace \$436.00

We recommend the following controls over receipts:

- 2012-1** We noted three of fifteen receipts tested were deposited in excess of three days after receipt. All teachers and sponsors should be instructed to turn all money in on a daily basis. Timely deposits prevent loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: All faculty and staff will continue to be instructed to turn money in on a daily basis. The secretary will inform the Principal of any money that is not turned in on a daily basis.

Contact Person: Chris Roberts

- 2012-2** One gate receipt was for \$436.00, but records indicate \$452.00 was actually collected. The gate tally sheet was not fully completed. School faculty and staff should be instructed on how to properly fill out the tally sheets. All money that is collected should be deposited intact on a daily basis. Any discrepancies between what was collected and what the tally sheet shows should be investigated and resolved immediately.

CORRECTIVE ACTION PLAN: All faculty and staff will continue to be instructed on how to properly fill out the tally sheets. Any discrepancies that are found by the secretary will be reported to the principal and investigated and resolved immediately.

Contact Person: Chris Roberts

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 6

FORT NECESSITY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

REVENUES, Continued

2012-3 We noted one instance where the office receipt record was incomplete and did not have the date filled out. The date the money was collected and the purpose of the collected money should be recorded on the office receipt records form.

CORRECTIVE ACTION PLAN: All faculty and staff will continue to be instructed to complete all forms and receipts. Office staff will be instructed to make sure that office records are completely filled out.

Contact Person: Chris Roberts

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 6

FORT NECESSITY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. Check #10227 to Fox's Pizza did not have adequate evidence of receipt.
4. Check in item #3 did not have an invoice.
5. Check in item #3 did not have proper documentation.
6. Check in item #3 could not be determined if it was paid timely.
7. None.
8. None.
9. None.
10. None.

Our recommendations are as follows:

- 2012-4** We noted one instance listed above where the check was paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: All faculty and staff will continue to be instructed on keeping adequate documentation for expenses. The secretary will be instructed not to pay if adequate documentation is not provided.

Contact Person: Chris Roberts

- 2012-5** Check #10227 did not have an invoice to determine if it was paid timely. Faculty and staff should be instructed to turn all invoices in to the office and care should be taken to pay invoices in a timely manner in order to avoid unnecessary late charges.

CORRECTIVE ACTION PLAN: All faculty and staff will continue to be instructed on keeping adequate documentation for expenses. The secretary will be instructed not to pay if adequate documentation is not provided.

Contact Person: Chris Roberts

FRANKLIN PARISH HIGH SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 7

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company \$92,092.94

- d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit.

- e. We examined all interfund transfers, if any.

There were no interfund transfers.

- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

2. We obtained a list of certificates of deposit for the year:

- a. There were no certificates of deposit at June 30, 2012.
- b. We tested the reasonableness of interest income.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. There were no old outstanding checks on the bank reconciliation.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 7

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.
2. We obtained the football game schedule and pulled receipts for ticket sales for each home game. We performed steps a. through d. above on each of these receipts.
3. We obtained the baseball and basketball game schedules and pulled receipts for ticket sales for 5 home games. We performed steps a. through d. above on each of these receipts.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 7

FRANKLIN PARISH HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. In addition we selected ten checks from the school's athletic fund. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 8, Summary of Findings, Observations and Recommendations.

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 8

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Franklin Parish High School.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random and 11 athletic receipts.

- A. None.
- B. We observed eight instances where receipts were not deposited in the bank in a timely manner.
- C. None.
- D. Four receipts did not have evidence of dual control.

Our recommendations are as follows:

- 2012-1** Eight of the fifteen receipts selected for testing were deposited in excess of 3 days from the receipt of the money. It appears teachers are holding money instead of turning the money in to be deposited. All money received by teachers needs to be turned in and deposited on a daily basis.

CORRECTIVE ACTION PLAN: Teachers have been advised to turn in and deposit money received on a daily basis.

Contact Person: Pat Sartin, Cindy Strickland

- 2012-2** We selected four receipts from football games and noted there was only one signature on the money count sheet. We recommend the school have two persons count the money and sign the log evidencing the amount of money collected. This will document dual control and provide an audit trail of receipts.

CORRECTIVE ACTION PLAN: We plan to document dual control and provide an audit of receipts. We will have at least two persons count the money and sign on it.

Contact Person: Pat Sartin, Cindy Strickland

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 8

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. None.
2. None.
3. One check did not have adequate evidence of receipt.
4. The following disbursements did not agree with the amount of the invoice:

19668	Green Sports	\$10,690.00
19801	D & H Sports	493.50
5. Two disbursements did not have proper documentation:

19801	D & H Sports	\$493.50
19856	Shonnie Case	50.00
6. The following checks were paid more than 90 days late:

19455	Team Sports	\$2,149.29
19815	D & H Sports	2,222.22
7. Check 19436 was not listed on the check register.
8. Checks 19759 and 19816 were used reimburse gas purchases.
9. None.
10. Checks in item 8 were not for an allowable expenditure.

Our recommendations are as follows:

- 2012-3** One purchase was made without evidence of receipt. Invoices should be matched with receiving documents and/or signed by the school employee receiving the goods or services.

CORRECTIVE ACTION PLAN: Invoices will be matched with receiving documents and/or signed by the school employee receiving the goods or services.

Contact Person: Pat Sartin, Cindy Strickland

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 8

FRANKLIN PARISH HIGH SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

- 2012-4 We noted two instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: It will be evidenced that documentation will consist of an original invoice, evidence of receipt and proper documentation.

Contact Person: Pat Sartin, Cindy Strickland

- 2012-5 We noted two instances above where payments were made more than 90 days late. All invoices need to be paid in a timely manner. Late payments of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: All invoices will be paid in a timely manner.

Contact Person: Pat Sartin, Cindy Strickland

- 2012-6 There were two instances where the checks written did not agree with the invoices. Checks should be compared with the invoices before sending to the vendor to ensure that the appropriate amount is paid. When a check is intentionally written for an amount different than the invoice, the reason for the difference should be documented and signed by the principal to note approval. This will help ensure accurate record-keeping and prevent confusion in the future.

CORRECTIVE ACTION PLAN: Checks will be compared to invoices to ensure that the appropriate amount is paid.

Contact Person: Pat Sartin, Cindy Strickland

- 2012-7 We noted one instance where a check was not listed on the general ledger. The ledger should be reviewed for accuracy and any discrepancies be investigated. In addition, club and activity sponsors should be given a copy of their accounts on a periodic basis for their review.

CORRECTIVE ACTION PLAN: The school ledger will be reviewed frequently for accuracy. Club and activity sponsors will be advised of their accounts on a periodic basis.

Contact Person: Pat Sartin, Cindy Strickland

- 2012-8 Two checks were written to reimburse gas purchased on golf trips. This is not a necessary or allowable expenditure. Travel reimbursements should be for mileage related to the trip and not for actual gas expenditures.

CORRECTIVE ACTION PLAN: No check will be written for reimbursing gas purchases. We will only reimburse for mileage.

Contact Person: Pat Sartin, Cindy Strickland

GILBERT JUNIOR HIGH SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 9

GILBERT JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for the one bank account.

Winnsboro State Bank & Trust Company	\$48,134.09
--------------------------------------	-------------
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2012.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There were no outstanding checks over 90 days old.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 9

GILBERT JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 9

GILBERT JUNIOR HIGH SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 10, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 10

GILBERT JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Gilbert Junior High School.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. One deposit was for \$9 less than what the documentation indicated.
- B. We noted three of fifteen receipts were not deposited in a timely manner.
- C. None.
- D. One receipt did not have adequate documentation.

Our recommendations are as follows:

- 2012-1** We noted three of fifteen receipts tested were deposited in excess of three days after receipt. All teachers and sponsors should be instructed to turn all money in on a daily basis. Timely deposits prevent loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Deposits will be made daily.

Contact Person: Vanessa Adams, Sue Williams

- 2012-2** We noted one deposit where the amount collected differed from the amount deposited by \$9. Money should be counted and each person receipted as money is turned in. This will help prevent errors in recording the receipts and deposits.

CORRECTIVE ACTION PLAN: Counting of money will be done in a room without distractions.

Contact Person: Vanessa Adams, Sue Williams

- 2012-3** All teachers and sponsors who handle money should maintain a log to record all collections of monies from students. The amounts collected should be recorded on the log and given to the principal or secretary for receipt when the money is turned in. The teacher's log book should be turned in to the school office at year-end to provide an audit trail of the receipts.

CORRECTIVE ACTION PLAN: All logs will be collected from each teacher.

Contact Person: Vanessa Adams, Sue Williams

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 10

GILBERT JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. The invoice was not properly canceled on two disbursements.
2. One check was signed with a signature stamp.
3. Adequate evidence of receipt was not available for six disbursements.
4. The following checks did not match the amount of the invoice:

9761	Georgia Mills Direct	\$312.00
9836	Chevron & Texaco	49.42
5. Payments listed in items 3 and 4 above were made without appropriate documentation.
6. Check 9836 for \$49.42 could not be determined if paid timely.
7. None.
8. Check 9865 to De Lage Landen included the payment of a late fee.
Check in item 6 could not be determined if it was a necessary and reasonable expenditure.
9. None.
10. Check in item 6 could not be determined if it was allowable.

Our recommendations are as follows:

- 2012-4** Cancellation of invoices prevents duplicate payment. Two invoices were noted which were not properly marked 'paid'. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will double check invoices every month.

Contact Person: Vanessa Adams, Sue Williams

- 2012-5** We noted two instances listed above where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Checks will not be issued without receipts.

Contact Person: Vanessa Adams, Sue Williams

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 10

GILBERT JUNIOR HIGH SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

2012-6 Six purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the school employee receiving the goods or services.

CORRECTIVE ACTION PLAN: Purchase orders will be attached to invoices and receipts.

Contact Person: Vanessa Adams, Sue Williams

2012-7 One expenditure indicated a late fee was paid to the vendor. This expenditure is not necessary. Care should be taken to make payments timely in order to avoid late fees.

CORRECTIVE ACTION PLAN: Invoices will be paid in a timely manner.

Contact Person: Vanessa Adams, Sue Williams

2012-8 Check 9849 in the amount of \$52 was signed using a rubber stamp. Using a signature stamp should not happen as this circumvents the controls that are in place to ensure only appropriate disbursements are made.

CORRECTIVE ACTION PLAN: Rubber stamps will not be used in the financial office.

Contact Person: Vanessa Adams, Sue Williams

2012-9 One check did not have an invoice to determine if it was paid in a timely manner. Invoices should be kept as part of the supporting documentation and paid on time in order to avoid incurring late fees.

CORRECTIVE ACTION PLAN: Invoices will be attached to purchase orders and copy of check payments.

Contact Person: Vanessa Adams, Sue Williams

2012-10 Check 9836 did not have adequate documentation to determine if it was necessary, reasonable and allowable. Adequate documentation should be kept to support the purchases. Care should also be taken to ensure all disbursements serve a school purpose and are allowable under state laws and school policy.

CORRECTIVE ACTION PLAN: We will have adequate documentation for invoices on hand.

Contact Person: Vanessa Adams, Sue Williams

H. G. WHITE LEARNING CENTER

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 11

H. G. WHITE LEARNING CENTER

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$1,780.48
--------------------------------------	------------

- d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.

- e. We examined all interfund transfers, if any.

There were no interfund transfers.

- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

2. We obtained a list of certificates of deposit for the year:

- a. There were no certificates of deposit at June 30, 2012.
- b. We tested the reasonableness of interest income.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. There were no old, outstanding checks at June 30, 2012.

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 11

H. G. WHITE LEARNING CENTER

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

- I. We selected 3 receipts and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

H. G. WHITE LEARNING CENTER

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon seventeen checks. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 12, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 12

H. G. WHITE LEARNING CENTER

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of H. G. White Learning Center.

REVENUES

We noted the following exceptions in our test of 3 receipts.

- A. None.
- B. Two receipts were not deposited in a timely manner.
- C. Two receipts were posted to an incorrect account.
- D. None.

We recommend the school implement the controls over receipts as follows:

- 2012-1** Teachers and sponsors should be instructed to turn in all money on a daily basis. Timely deposits prevents loss of funds and ensures accurate record keeping.

CORRECTIVE ACTION PLAN: All receipts will be stamped on the date received and deposited within 48 hours of the date stamped.

Contact Person: Kenneth Blackson

- 2012-2** We noted two receipts were posted to an incorrect account in the general ledger. We recommend postings be reviewed for accuracy and any errors found be corrected in a timely manner.

CORRECTIVE ACTION PLAN: All postings to the ledger will be checked by the secretary and Principal for accuracy of posting to the proper account.

Contact Person: Kenneth Blackson

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 12

H. G. WHITE LEARNING CENTER

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Invoices were not properly canceled for two items selected for testing.
2. None.
3. None.
4. None.
5. None.
6. None.
7. None.
8. One check included the payment of a late fee of \$15.99.
9. None.
10. One disbursement included the purchase of a gift card to be used for gas purchases.

Our recommendations are as follows:

- 2012-3** Cancellation of invoices prevents duplicate payment. Two invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: All invoices will be marked as paid or canceled before payment is made for that invoice. This will be checked by the Principal and secretary.

Contact Person: Kenneth Blackson

- 2012-4** We noted one expenditure where a gift card was purchased that was to be used to pay for gas. This is not an allowable expenditure as a gift card can be used to purchase anything without having to keep the documentation required for a check. Gas purchases should be made with a check and the receipt turned in to the office, or it should be made by the school personnel with receipts turned in to the office to receive reimbursement.

CORRECTIVE ACTION PLAN: No gift cards will be purchased for future expenditures.

Contact Person: Kenneth Blackson

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 12

H. G. WHITE LEARNING CENTER

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

2012-5 We noted one expenditure that included \$15.99 in late fees. This expenditure is not necessary. Care should be taken to pay invoices in a timely manner in order to avoid incurring late fees.

CORRECTIVE ACTION PLAN: All bills will be checked carefully to review the due date and checks will be written in a timely manner. This will ensure that no late fees are incurred.

Contact Person: Kenneth Blackson

WINNSBORO ELEMENTARY SCHOOL

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 13

WINNSBORO ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company \$9,643.60

- d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.

- e. We examined all interfund transfers, if any.

There were no interfund transfers.

- f. There were no outstanding checks at year end.

2. We obtained a list of certificates of deposit for the year:

- a. There were no certificates of deposit at June 30, 2012.
- b. We tested the reasonableness of interest income.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327. Cash was invested in a public NOW account.

4. There were no outstanding checks over 90 days old.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 13

WINNSBORO ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

WINNSBORO ELEMENTARY SCHOOL

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 14, Summary of Findings, Observations and Recommendations.

WINNSBORO ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of Winnsboro Elementary.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

- A. Ten of fifteen receipts could not be traced to a deposit.
- B. Two receipts were not deposited in a timely manner.
Ten receipts could not be determined if they were deposited timely.
- C. None.
- D. None.

We recommend the following:

- 2012-1** We noted in our testing that ten of fifteen receipts could not be traced to a deposit. Steps should be taken to ensure all receipts are deposited and adequate documentation exists so that the receipts can be matched to a deposit.

CORRECTIVE ACTION PLAN: We will begin to put receipt numbers on deposit tickets for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-2** Teachers and sponsors who handle money should be instructed to turn in all money on a daily basis. Timely deposits prevent loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: We will notify teachers and sponsors to turn money in to the office on a daily basis and the office will then deposit the money on the day it is received for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-3** We noted ten instances where the receipts could not be determined if they were deposited in a timely manner. All monies should be deposited intact on a daily basis to prevent the loss of funds. Adequate documentation should exist so that each receipt can be traced to where it was deposited in the bank.

CORRECTIVE ACTION PLAN: We will begin to put receipt numbers on deposit tickets for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 14

WINNSBORO ELEMENTARY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-three of the twenty-five disbursements were not marked as paid.
2. None.
3. Four disbursements did not have evidence of receipt.
4. Four disbursements did not have invoices to determine agreement.
5. Six disbursements did not have proper documentation.
6. Four disbursements could not be determined if they were paid timely.
7. None.
8. Check 1304 to Wal-Mart included the payment of a late fee of \$2.10.
Check 1338 to Quill included the payment of \$38.94 in sales tax.
9. None.
10. None.

We recommend the following:

- 2012-4** Cancellation of invoices prevents duplicate payments. Twenty-three invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: We will stamp invoices paid when they are paid and we will pay only from invoices for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-5** Four purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the school employee receiving the goods or services.

CORRECTIVE ACTION PLAN: When teachers and sponsors make purchases, we will require that they turn the receipts in to the office for proper documentation for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

WINNSBORO ELEMENTARY SCHOOL

SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

- 2012-6** Four of twenty-five disbursements selected for testing did not have invoices. Invoices are an integral part of payments as payments should only be made from invoices. They are also part of the documentation required to ensure payments are made timely and for the correct amount. Care should be taken to ensure invoices are retained and kept with the supporting documentation for each disbursements.

CORRECTIVE ACTION PLAN: We will make payments only from invoices and we will take care to retain the invoices for documentation for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-7** We noted six instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: We will ensure that payments made will have the proper invoice, receipt and proper approval. This will be done for all disbursements made for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-8** We noted four disbursements where it could not be determined if payments were made in a timely manner. School personnel should be instructed to retain invoices in order to ensure the timely payments of invoices.

CORRECTIVE ACTION PLAN: We will make payments in a timely manner by paying invoices monthly. In making payment of the invoices monthly, we will ensure that we have the other supporting documentation that is needed for the year ended June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-9** One expenditure included the payment of a late fee. This expenditure is not necessary and care should be taken to pay invoices in a timely manner in order to avoid late fees.

CORRECTIVE ACTION PLAN: We will monitor invoices for late fees and make certain that late fees are not paid and that necessary adjustments are made for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

- 2012-10** One expenditure indicated sales tax was paid to the vendor. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: We will monitor invoices for sales tax and make certain that sales tax is not paid and that necessary adjustments are made if sales tax is charged to an invoice for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 14

WINNSBORO ELEMENTARY SCHOOL

**SUMMARY OF FINDINGS, OBSERVATIONS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

2012-11 During our tests we noted the check register did not have the vendor name properly filled out for many of the checks, but rather it had "Miscellaneous" or "No Vendor Record." When posting disbursements to the accounting system care should be taken to properly fill out all fields, including the vendor field with the correct name.

CORRECTIVE ACTION PLAN: We will add new vendors to the software program so there will be no "Miscellaneous" or "No Vendor Record" for the year ending June 30, 2013.

Contact Person: Ronnie Lofton

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 15

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$1,385.13
--------------------------------------	------------
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2012.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There was one outstanding check over 90 days old at year-end:

1445	3/16/12	LDR OCG	\$25.00
------	---------	---------	---------

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 15

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 15

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 16, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 16

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Basketball Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were six instances where monies were deposited more than three days after receipt.
3. None.
4. None.

Our recommendations are as follows:

2012-1 We noted six of fifteen receipts tested were deposited in excess of three days after receipt. All money collected should be deposited on a daily basis. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible. However, the revenue generated by this booster club must maintain a cash box for daily games and prizes.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 16

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-three of 25 disbursements were not properly canceled.
Two of 25 disbursements could not be determined if they were canceled.
2. Seventeen of 25 checks did not have two signatures.
3. Seven disbursements did not have evidence of receipt.
4. Five disbursements did not have invoices provided to note agreement.
5. Fourteen expenditures did not have proper documentation.
6. Two disbursements included the payment of invoices over 90 days past due.
Two disbursements could not be determined if they were made timely.
7. One disbursement included the payment of items for football and concessions.
8. Two disbursements could not be determined if they were necessary and reasonable.
Check 1385 to LDR in the amount of \$100 was to pay a fine.
9. None.
10. Two expenditures could not be determined if they were allowable.

Our recommendations are as follows:

- 2012-2** Cancellation of invoices prevents duplicate payment. Twenty-three invoices were noted which were not properly canceled, and two could not be determined if they were canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: Measures will be taken to stamp PAID on invoices when they are processed for payment and the check is sent.

Contact Person: Pat Sartin, Barry Sebren

- 2012-3** We noted seventeen checks in our testing that did not have the required two signatures. No check should be issued without the authorized signatures.

CORRECTIVE ACTION PLAN: Our secretary and principal will begin using dual signatures on checks.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 16

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

- 2012-4** Seven purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s).

Contact Person: Pat Sartin, Barry Sebren

- 2012-5** We noted 14 instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Measures will be taken to supply adequate documentation for each disbursement to include the original invoice, evidence of receipt and proper approval. A review of our interdepartmental practices will be conducted and see that everyone is following procedure.

Contact Person: Pat Sartin, Barry Sebren

- 2012-6** Two disbursements were paid more than 90 days late, and two could not be determined if they were made timely. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: Practices will be put in place to have invoices paid in a timely manner. Purchase orders will be secured to ensure that funds are available for purchases so that invoices will be paid in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

- 2012-7** We noted one disbursement that included the payment of items marked for football and concession, but no documentation as to why basketball funds were paying for them. Each fund should pay for their own expenditures. A fund should pay for the expenditures of another only with proper approval from the principal and should be adequately documented and included as part of the supporting documentation.

CORRECTIVE ACTION PLAN: In the future the booster club will donate the funds to the appropriate school activity fund with the approval of the principal.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 16

**FRANKLIN PARISH HIGH SCHOOL
BASKETBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

- 2012-8** Two disbursements could not be determined if they were necessary, reasonable and allowable. Adequate documentation should be kept to support all purchases. Care should also be taken to ensure all disbursements serve a school purpose and are allowable under state laws.

CORRECTIVE ACTION PLAN: I will work with the school secretary, the principal and the district business manager to raise awareness of allowable school expenses. I have already made changes to our spending practices regarding this finding.

Contact Person: Pat Sartin, Barry Sebren

- 2012-9** Check 1385 was for the payment of a fine. Care should be taken to comply with the Louisiana Gaming Commission in order to avoid being fined.

CORRECTIVE ACTION PLAN: In all cases incurring fines are discouraged by our organization. We specifically try to learn from our prior mistakes to avoid fines that we have had before by educating our staff to the reasons for the fines. Measures are put into place to see that these fines are not incurred again.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 17

FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$1,559.75
--------------------------------------	------------
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2012.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There was one outstanding check over 90 days old at year-end:

1402	3/16/12	LDR OCG	\$25.00
------	---------	---------	---------

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 17

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 18, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Baseball Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were eight instances where monies were deposited more than three days after receipt.
3. None.
4. There was one instance where there was not enough documentation to support the full amount deposited.

Our recommendations are as follows:

2012-1 We noted eight of fifteen receipts tested were deposited in excess of three days after receipt. All money collected should be deposited on a daily basis. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible. However, the revenue generated by this booster club must maintain a cash box for daily games and prizes.

Contact Person: Pat Sartin, Barry Sebren

2012-2 One instance was noted during our testing where \$800 was deposited on December 15, but only \$200 was shown as collected between the 15th and the previous deposit based on the Session Manager Statements provided. Care should be taken to adequately document all monies coming in from the bingo sessions in order to provide an audit trail of the cash collected and prevent the possible loss of funds.

CORRECTIVE ACTION PLAN: This incident happened due to schools closing for the holidays. We will review our holiday operating procedures to stop this from happening again.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-four of 25 disbursements were not properly canceled.
One of 25 disbursements could not be determined if it was canceled.
2. Fifteen of 25 checks did not have two signatures.
3. Eleven disbursements did not have evidence of receipt.
4. Eight disbursements did not have invoices provided to note agreement.
5. Eight disbursements did not have proper documentation.
6. Three disbursements included the payment of invoices over 90 days past due.
Three disbursements could not be determined if they were made timely.
7. Three disbursements included the payment of football items.
Five disbursements could not be determined if they were paid from the correct account.
8. Three disbursements could not be determined if they were necessary and reasonable.
Check 1370 to Wal-Mart included the payment of \$14.33 in late fees.
Check 1377 to Sam's included the payment of \$39.99 in late fees.
9. None.
10. Three expenditures could not be determined if they were allowable.

Our recommendations are as follows:

2012-3 Checks 1363 and 1415 from our sample and the related documentation could not be found. Care should be taken to ensure that all documentation related to each disbursement be kept on hand to provide an adequate audit trail. Appropriate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Measures will be taken to supply adequate documentation for each disbursement to include the original invoice, evidence of receipt and proper approval. A review of our interdepartmental practices will be conducted and see that everyone is following procedure. Staff will be made aware that appropriate documentation should consist of an original invoice, evidence of receipt and proper approval and that evidence of this must be maintained in files for auditing purposes.

Contact Person: Pat Sartin, Barry Sebrén

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

2012-4 Cancellation of invoices prevents duplicate payment. Twenty-four disbursements were noted which were not properly canceled, and one could not be determined if it was canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: Measures will be taken to stamp PAID on invoices when they are processed for payment and the check is sent. Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s).

Contact Person: Pat Sartin, Barry Sebren

2012-5 We noted fifteen checks in our testing that did not have the required two signatures. No check should be issued without the authorized signatures.

CORRECTIVE ACTION PLAN: Our secretary and principal will begin using dual signatures on checks.

Contact Person: Pat Sartin, Barry Sebren

2012-6 Eleven purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Measures will be taken to see that documentation of receipt of items is matched with the original invoice. Packing slips and signed receipt of shipping will be supplied when available.

Contact Person: Pat Sartin, Barry Sebren

2012-7 We noted eight instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Steps will be taken to make personnel aware that items must be received and documented before the invoice is paid.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

- 2012-8** Check 1377 to Sam's was for \$1,000, but the only documentation provided was the Sam's card statement with a balance of \$39.99, and a Sam's receipt for the \$1,000 payment. No documentation was provided to show what was purchased or why that amount was paid. Care should be taken to make payments only when there is adequate documentation to support the payment. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval. The school purpose for items purchased should also be included as part of the documentation.

CORRECTIVE ACTION PLAN: Supporting invoices will be supplied when paying the bills on revolving accounts.

Contact Person: Pat Sartin, Barry Sebren

- 2012-9** Three disbursements were paid more than 90 days late, and three others could not be determined if they were made timely. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: Practices will be put in place to have invoices paid in a timely manner. Purchase orders will be secured to ensure that funds are available for purchases so that invoices will be paid in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

- 2012-10** We noted three disbursements that included the payment of items marked for football but no documentation why baseball funds were paying for them. Five other disbursement could not be determined if they were paid from the correct account. Each fund should pay for their own expenditures. A fund should pay for the expenditures of another only with proper approval from the principal and should be adequately documented and included as part of the supporting documentation.

CORRECTIVE ACTION PLAN: Documentation will be provided for whenever funds are used from one activity to pay the invoices for another activity. Approval will be sought and acquired from the school principal. In the future the booster club can donate the funds to the appropriate school activity fund with the approval of the principal.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 18

**FRANKLIN PARISH HIGH SCHOOL
BASEBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

- 2012-11** Three disbursements could not be determined if they were necessary, reasonable and allowable. Adequate documentation should be kept to support all purchases. Care should also be taken to ensure all disbursements serve a school purpose and are allowable under state laws.

CORRECTIVE ACTION PLAN: I will work with the school secretary, the principal and the district's business manager to raise awareness of allowable school expenses. I have already made changes to our spending practices regarding this finding.

Contact Person: Pat Sartin, Barry Sebren

- 2012-12** Checks 1370 and 1377 included the payment of late fees. The payment of late fees is not a necessary expenditure and care should be taken to pay invoices in a timely manner in order to avoid the incurrence of late fees.

CORRECTIVE ACTION PLAN: Practices have to be adapted to pay bills in a timely manner where late fees are avoided.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 19

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:
 - a. We verified the mathematical accuracy of the reconciliation.
 - b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
 - c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$1,409.59
--------------------------------------	------------
 - d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.
 - e. We examined all interfund transfers, if any.

There were no interfund transfers.
 - f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.
2. We obtained a list of certificates of deposit for the year:
 - a. There were no certificates of deposit at June 30, 2012.
 - b. We tested the reasonableness of interest income.
3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.
4. There was one outstanding check over 90 days old at year-end:

1500	3/16/12	LDR OCG	\$25.00
------	---------	---------	---------

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 19

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 19

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 20, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 20

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Football Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were seven instances where monies were deposited more than three days after receipt.
3. None.
4. None.

We recommend the following:

2012-1 We noted seven of fifteen receipts tested were deposited in excess of three days after receipt. All money collected should be deposited on a daily basis. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible. However, the revenue generated by this booster club must maintain a cash box for daily games and prizes.

Contact Person: Pat Sartin, Bafry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 20

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-five of 25 disbursements were not properly canceled.
2. Thirteen of 25 checks did not have two signatures.
3. Seven disbursements did not have evidence of receipt.
4. Four disbursements did not have invoices provided to note agreement.
5. Eight expenditures did not have proper documentation.
6. Five disbursements included the payment of invoices over 90 days past due. One disbursement could not be determined if it was made timely.
7. None.
8. Check 1476 to LHSAA in the amount of \$100 was to pay a fine. Check 1504 to Pioneer included \$102.14 in sales tax.
9. None.
10. None.

Our recommendations are as follows:

- 2012-2** Cancellation of invoices prevents duplicate payment. Twenty-five invoices were noted which were not properly canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: Measures will be taken to stamp PAID on invoices when they are processed for payment and the check is sent. Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s).

Contact Person: Pat Sartin, Barry Sebren

- 2012-3** We noted thirteen checks in our testing that did not have the required two signatures. No check should be issued without the authorized signatures.

CORRECTIVE ACTION PLAN: Our secretary and principal will begin using dual signatures on checks.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

- 2012-4** Seven purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Measures will be taken to see that documentation of receipt of items is matched with the original invoice. Packing slips and signed receipt of shipping will be supplied when available.

Contact Person: Pat Sartin, Barry Sebren

- 2012-5** We noted eight instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s). Measures will be taken to see that documentation of receipt of items is matched with the original invoice. Packing slips and signed receipt of shipping will be supplied when available.

Contact Person: Pat Sartin, Barry Sebren

- 2012-6** Five disbursements were paid more than 90 days late, and one could not be determined if it was made timely. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: Practices will be put in place to have invoices paid in a timely manner. Purchase orders will be secured to ensure that funds are available for purchases so that invoices will be paid in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

- 2012-7** Check 1476 was for the payment of a fine. This is not a necessary expenditure and care should be taken to comply with LHSAA rules in order to avoid the incurrence of fines.

CORRECTIVE ACTION PLAN: In all cases incurring fines are discouraged by our organization. We specifically try to learn from our prior mistakes and avoid fines that we have had before by educating our staff to the reasons for the fines. Measures are put into place to see that these fines are not incurred again.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 20

**FRANKLIN PARISH HIGH SCHOOL
FOOTBALL BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES, Continued

2012-8 Check 1504 included \$102.14 in sales tax. This is an unnecessary expenditure as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: Invoices and statements will be reviewed more carefully to be careful to prevent the accidental payment of sales tax.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 21

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$2,818.47
--------------------------------------	------------

- d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.

- e. We examined all interfund transfers, if any.

There were no interfund transfers.

- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

2. We obtained a list of certificates of deposit for the year:

- a. There were no certificates of deposit at June 30, 2012.
- b. We tested the reasonableness of interest income.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. There was one outstanding check over 90 days old at year-end:

1420	3/16/12	LDR OCG	\$25.00
------	---------	---------	---------

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 21

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

C. EXPENDITURES

We conducted our test of disbursements upon twenty-five checks selected on a random basis. Each check was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 22, Summary of Findings, Observations and Recommendations.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 22

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Yearbook Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. One instance was noted where the deposit was \$115 less than what was collected.
2. There were three instances where monies were deposited more than three days after receipt. There was one instance where it could not be determined if money was deposited timely.
3. None.
4. There was not adequate documentation to support two deposits.

Our recommendations are as follows:

- 2012-1** There was one instance where documentation showed \$600 was collected, but only \$485 was deposited. There was nothing on the provided documentation to give a reason why the deposit was less. Care should be taken to ensure all funds are deposited intact on a daily basis.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible. Accuracy of deposits will be checked by supporting deposit receipts.

Contact Person: Pat Sartin, Barry Sebren

- 2012-2** We noted three of fifteen receipts tested were deposited in excess of three days after receipt. All money collected should be deposited on a daily basis. Timely deposits help prevent the loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible.

Contact Person: Pat Sartin, Barry Sebren

- 2012-3** One deposit was in the amount of \$4,539.80, but the documentation provided showed only \$4,039.80 collected. There was nothing to support the additional \$500 deposited or to show if it was deposited in a timely manner. Care should be taken to maintain adequate records of all monies collected and deposited.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible. Accuracy of deposits will be checked by supporting deposit receipts.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 22

**FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-four of 25 disbursements were not properly canceled.
One of 25 disbursements could not be determined if it was canceled.
2. Thirteen of 25 checks did not have two signatures.
3. Seven disbursements did not have evidence of receipt.
4. Five disbursements did not have invoices provided to support the expenditure.
5. Five expenditures did not have proper documentation.
6. One disbursement included the payment of invoices over 90 days past due.
One disbursement could not be determined if it was made timely.
7. Four disbursements could not be determined if they were paid out of the correct account.
8. Six disbursements could not be determined if they were necessary and reasonable.
Check 1405 to Kipers included \$4.06 in finance charges.
Check 1410 to West Monroe Golf Carts included \$12 in sales tax.
9. None.
10. Two expenditures could not be determined if they were allowable.

Our recommendations are as follows:

- 2012-4** Cancellation of invoices prevents duplicate payment. Twenty-four invoices were noted which were not properly canceled, and one could not be determined if it was canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: Original invoices will be stamped PAID when a check is issued. Measures will be taken to see that documentation of receipt of items is matched with the original invoice.

Contact Person: Pat Sartin, Barry Sebren

- 2012-5** We noted thirteen checks in our testing that did not have the required two signatures. No check should be issued without the authorized signatures.

CORRECTIVE ACTION PLAN: Our secretary and principal will begin using dual signatures on checks.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

- 2012-6** Seven purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s). Measures will be taken to see that documentation of receipt of items is matched with the original invoice. Packing slips and signed receipt of shipping will be supplied when available.

Contact Person: Pat Sartin, Barry Sebren

- 2012-7** We noted five instances where checks were paid without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Measures will be taken to see that packing slips, receipts are matched with the original invoice and signed by the person that received the item(s). The secretary shall ensure that the items have been received and documentation exists before the check is issued.

Contact Person: Pat Sartin, Barry Sebren

- 2012-8** One disbursement was paid more than 90 days late, and one could not be determined if it was paid timely. All invoices need to be paid in a timely manner. Late payment of invoices should not be allowed as this could allow a group to spend in excess of their resources. Unforeseen events could effect receipts and leave the school with a potential large liability.

CORRECTIVE ACTION PLAN: Practices will be put in place to have invoices paid in a timely manner. Purchase orders will be secured to ensure that funds are available for purchases so that invoices will be paid in a timely manner.

Contact Person: Pat Sartin, Barry Sebren

- 2012-9** We noted four disbursements that could not be determined if they were paid out of the correct account. Each fund should pay for their own expenditures. A fund should pay for the expenditures of another only with proper approval from the principal and should be adequately documented and included as part of the supporting documentation.

CORRECTIVE ACTION PLAN: Documentation will be provided for whenever funds are used from one activity to pay the invoices for another activity. Approval will be sought and acquired from the school principal. In the future the booster club can donate the funds to the appropriate school activity fund with the approval of the principal. We will monitor this closely and provide documentation if the principal permits funds from one organization to be used to pay for another's bills.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
YEARBOOK BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

2012-10 Six disbursements could not be determined if they were necessary and reasonable, two of which could not be determined if they were allowable. Adequate documentation should be kept to support all purchases. Care should be taken to ensure all disbursements serve a school purpose and are allowable under state laws.

CORRECTIVE ACTION PLAN: I will work with the school secretary, the principal and the district's business manager to raise awareness of allowable school expenses. I have already made changes to our spending practices regarding this finding.

Contact Person: Pat Sartin, Barry Sebren

2012-11 Check 1402 to Kipers included \$4.06 in finance charges. This expenditure is unnecessary and care should be taken to pay invoices in a timely manner in order to avoid incurring and paying these charges.

CORRECTIVE ACTION PLAN: Measures will be taken to avoid paying unnecessary finance charges using booster funds.

Contact Person: Pat Sartin, Barry Sebren

2012-12 Check 1410 to West Monroe Golf Carts included \$12 in sales tax. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: Measures will be taken to avoid paying sales tax using booster funds.

Contact Person: Pat Sartin, Barry Sebren

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 23

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

A. CASH AND CASH EQUIVALENTS

1. We obtained bank reconciliations for all bank accounts as of June 30, 2012 and performed the following:

- a. We verified the mathematical accuracy of the reconciliation.
- b. We agreed the balance per the bank statement to the amount shown on the bank reconciliation.
- c. We compared the reconciled book balance to the general ledger for one bank account.

Winnsboro State Bank & Trust Company	\$2,983.84
--------------------------------------	------------

- d. We determined the propriety of deposits in transit, if any.

There were no deposits in transit at June 30, 2012.

- e. We examined all interfund transfers, if any.

There were no interfund transfers.

- f. We supported the outstanding checks by comparing to the checks clearing in the subsequent month's bank statement.

2. We obtained a list of certificates of deposit for the year:

- a. There were no certificates of deposit at June 30, 2012.
- b. We tested the reasonableness of interest income.

3. We determined that cash has been sufficiently invested as required by LSA R.S. 39:2955, 39:327.

4. There was one outstanding check over 90 days old at year-end:

1197	3/16/12	LDR OCG	\$25.00
------	---------	---------	---------

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 23

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

B. REVENUES

1. We selected 15 receipts on a random basis and performed the following procedures:
 - a. We traced to the bank validated deposit slip.
 - b. We determined if the deposits were made on a timely basis.
 - c. We traced the individual receipts within the deposit to the cash receipts journal to determine that the receipts batch total matched the deposit total.
 - d. We traced the individual receipts within the deposit to their related account ledger card, teacher log/receipt, concessions inventory or admission ticket reconciliation, etc.

**FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana**

SCHEDULE 23

**FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB**

**DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012**

C. EXPENDITURES

We conducted our test of disbursements upon six checks and nineteen debit card transactions selected on a random basis. Each disbursement was tested for these attributes:

1. Documentation canceled to prevent duplicate payment.
2. Check signed by authorized personnel.
3. Evidence of receipt of goods or services.
4. Invoice amount agrees with check amount.
5. Charge is supported by proper documentation.
6. Invoice date is current when compared to date of check.
7. Accounting distribution/classification is consistent and correctly posted.
8. Charge appears to be necessary and reasonable.
9. Bids obtained if applicable.
10. Expenditure is allowable under applicable laws.

The results of those tests are discussed in Schedule 24, Summary of Findings, Observations and Recommendations.

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

This section of the report summarizes our findings, observations and recommendations as a result of performing the procedures described in the preceding section, Description of Procedures for Records and Transactions of the Franklin Parish High School Concessions Booster Club.

REVENUES

We noted the following exceptions in our test of 15 receipts selected at random.

1. None.
2. There were eight instances where monies were deposited more than three days after receipt.
3. None.
4. None.

We recommend the following:

2012-1 We noted eight of fifteen receipts tested were deposited in excess of three days after receipt. All money collected should be deposited on a daily basis. Timely deposits prevent loss of funds and ensure accurate record-keeping.

CORRECTIVE ACTION PLAN: Measures will be put into place for money to be deposited on a daily basis when possible.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES

Exceptions by attribute are recapped as follows:

1. Twenty-one of 25 disbursements were not properly canceled.
Four of 25 disbursements could not be determined if they were canceled.
2. Three of six checks did not have two signatures.
3. Eight disbursements did not have evidence of receipt.
4. Eight disbursements did not have invoices provided to support the expenditure.
5. Eight expenditures did not have proper documentation.
6. None.
7. Nineteen disbursements could not be determined if they were paid out of the correct account.
8. Six disbursements could not be determined if they were necessary and reasonable.
A debit charge to Chick-Fil-A on 4/9/12 included \$1.40 in sales tax.
9. None.
10. None.

Our recommendations are as follows:

- 2012-2** Cancellation of invoices prevents duplicate payment. Twenty-one invoices were noted which were not properly canceled, and four could not be determined if they were canceled. All invoices should be canceled to indicate payment.

CORRECTIVE ACTION PLAN: All invoices should be stamped PAID to indicate payment.

Contact Person: Pat Sartin, Barry Sebren

- 2012-3** We noted three checks in our testing that did not have the required two signatures. No check should be issued without the authorized signatures.

CORRECTIVE ACTION PLAN: Our secretary and principal will begin using dual signatures on checks.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

SCHEDULE 24

FRANKLIN PARISH HIGH SCHOOL
CONCESSIONS BOOSTER CLUB

DESCRIPTION OF PROCEDURES
FOR SELECTED RECORDS AND TRANSACTIONS
FOR THE YEAR ENDED JUNE 30, 2012

EXPENDITURES, Continued

2012-4 Eight purchases were made without evidence of receipt. Invoices should be matched with receiving documents and/or appropriately signed by the person receiving the goods or services.

CORRECTIVE ACTION PLAN: Invoices should be matched with receiving documents and appropriately signed by the person receiving the goods or services.

Contact Person: Pat Sartin, Barry Sebren

2012-5 We noted eight instances where disbursements were made without adequate supporting documentation. It should be understood by all personnel that disbursements will only be made when adequate documentation exists. Adequate documentation should consist of an original invoice, evidence of receipt and proper approval.

CORRECTIVE ACTION PLAN: Disbursements will only be made when adequate documentation exists, which consist of an original invoice, evidence of receipt and proper approval.

Contact Person: Pat Sartin, Barry Sebren

2012-6 We noted nineteen disbursements that could not be determined if they were made from the correct account. Each fund should pay for their own expenditures. A fund should pay for the expenditures of another only with proper approval from the principal and should be adequately documented and included as part of the supporting documentation.

CORRECTIVE ACTION PLAN: A fund will pay for the expenditures of another only with proper approval from the principal and will be adequately documented and included as part of the supporting documentation.

Contact Person: Pat Sartin, Barry Sebren

2012-7 Six disbursements could not be determined if they were allowable. Adequate documentation should be kept to support the school purpose of all purchases. Care should be taken to ensure all disbursements are allowable under state laws.

CORRECTIVE ACTION PLAN: Adequate documentation will be kept to support the school purpose of all purchases. The school secretary, principal and district business manager are helping educate our staff on allowable purchases under state laws.

Contact Person: Pat Sartin, Barry Sebren

2012-8 One disbursement to Chick-Fil-A included the payment of \$1.40 in sales tax. This expenditure is not necessary as the school is exempt from paying sales tax.

CORRECTIVE ACTION PLAN: Care will be taken to avoid the paying of sales tax.

Contact Person: Pat Sartin, Barry Sebren

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

STATUS OF PRIOR FINDINGS

June 30, 2012

BASKIN SCHOOL

Revenues

2011-1 Timely deposit
 Status: See finding 2012-1

Expenditures

2011-2 Cancellation of invoices
 Status: See finding 2012-3

2011-3 Adequate supporting documentation
 Status: See finding 2012-4

2011-4 Late payment of invoices
 Status: See finding 2012-5

CROWVILLE SCHOOL

Revenues

2011-1 Timely deposits
 Status: Resolved

2011-2 Adequate documentation
 Status: See finding 2012-1

Expenditures

2011-3 Cancellation of invoices
 Status: Resolved

2011-4 Authorized signature
 Status: Resolved

2011-5 Evidence of receipt
 Status: See finding 2012-2

2011-6 Adequate supporting documentation
 Status: Resolved

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

STATUS OF PRIOR FINDINGS

June 30, 2012

FORT NECESSITY

Cash

2011-1 Incorrect check postings
 Status: Resolved

Revenues

2011-2 Timely deposits
 Status: See finding 2012-1

2011-3 Teacher receipt logs
 Status: Resolved

2011-4 Incomplete receipts
 Status: See finding 2012-3

Expenditures

2011-5 Late payment of invoices
 Status: See finding 2012-5

FRANKLIN PARISH HIGH SCHOOL

Revenues

2011-1 Timely Deposits
 Status: See finding 2012-1

2011-2 Teacher receipt logs
 Status: Resolved

2011-3 Holding start-up cash
 Status: Resolved

2011-4 Incorrect accounting of funds
 Status: Resolved

Expenditures

2011-5 Adequate supporting documentation
 Status: See finding 2012-4

2011-6 Late payment of invoices
 Status: See finding 2012-5

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

STATUS OF PRIOR FINDINGS

June 30, 2012

GILBERT JUNIOR HIGH

Revenues

- 2011-1 Holding start-up cash
 Status: Resolved
- 2011-2 Timely deposits
 Status: See finding 2012-1

Expenditures

- 2011-3 Cancellation of invoices
 Status: See finding 2012-4
- 2011-4 Adequate supporting documentation
 Status: See finding 2012-5
- 2011-5 Payment of sales tax
 Status: Resolved

H. G. WHITE LEARNING CENTER

Revenues

- 2011-1 Timely deposits
 Status: See finding 2012-1

Expenditures

- 2011-2 Cancellation of invoices
 Status: See finding 2012-3
- 2011-3 Authorized signatures
 Status: Resolved
- 2011-4 Incorrect accounting posting
 Status: Resolved

FRANKLIN PARISH SCHOOL BOARD
Winnsboro, Louisiana

STATUS OF PRIOR FINDINGS

June 30, 2012

WINNSBORO ELEMENTARY

Revenues

- | | |
|--------|---|
| 2011-1 | Receipt errors
Status: Resolved |
| 2011-2 | Timely deposits
Status: See finding 2012-2 |
| 2011-3 | Dual control over concessions
Status: Resolved |
| 2011-4 | Receipts not deposited
Status: Resolved |

Expenditures

- | | |
|--------|--|
| 2011-5 | Cancellation of invoices
Status: See finding 2012-4 |
|--------|--|